



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20350

SECNAVINST 3800.7A

Pers-B1507

30 January 1973

SECNAV INSTRUCTION 3800.7A

From: Secretary of the Navy

Subj: Intelligence Career Development Program

Encl: (1) DOD Directive 5010.10 of 9 August 1972

1. Purpose. To transmit enclosure (1), which establishes policy and assigns responsibilities for the development of military and civilian Intelligence Career Programs. Corresponding and supporting responsibilities are assigned within the Department of the Navy.

2. Cancellation. This instruction supersedes SECNAVINST 3800.7 of 5 June 1967.

3. Background. Presidential memorandum of 5 November 1971 outlines the major objectives needed to improve the efficiency and effectiveness of the U.S. intelligence community. The President's objectives are:

- a. To provide for the continuing review of the responsiveness of the U.S. intelligence effort to national needs.
- b. To strengthen leadership for the community as a whole.
- c. To provide more efficient use of resources in the collection of intelligence information.
- d. To eliminate less efficient or outmoded activities.
- e. To improve the quality, scope, and timeliness of intelligence information.
- f. To upgrade intelligence analysts and provide them with more rewarding careers.

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4. Discussion. The enclosed directive implements, within the Department of Defense, the applicable provisions of the Presidential memorandum under the direction of the Assistant Secretary of Defense (Intelligence). It provides for the following division and coordination of responsibilities:

a. The Assistant Secretary of Defense (Intelligence) is assigned overall leadership and coordinating responsibility over all Department of Defense military and civilian Intelligence Career Development Programs.

b. The Director, Defense Intelligence Agency (DIA) is charged with:

(1) The establishment of an overall career development program for all civilian general intelligence personnel in the Department of Defense;

(2) The review and coordination of the career development programs for military general intelligence personnel; and,

(3) The evaluation of the adequacy of career programs for military and civilian general intelligence personnel.

c. The Director, National Security Agency (NSA)/Chief, Central Security Service (CSS) will:

(1) Develop a comprehensive career development program for all civilian cryptologic personnel.

(2) Provide guidance to the military departments for the development of a comprehensive career development program for all military cryptologic personnel; and,

(3) Evaluate the adequacy of career programs for military and civilian cryptologic personnel.

d. The Secretaries of the military departments are tasked with the establishment and administration of effective and dynamic career development programs for all military and civilian intelligence personnel under their jurisdiction.

5. Definition. Intelligence personnel are those DOD general intelligence (including scientific and technical) personnel and cryptologic personnel engaged in the collection, processing, analysis, production and dissemination of intelligence information, or involved in the planning, programming and management of intelligence resources.

6. Procedures

a. The Navy and Marine Corps will maintain and improve programs for career development of intelligence specialist and subspecialist officers, warrant officers, enlisted personnel and civilian personnel, working closely with the Director, DIA, and the Director, NSA/Chief, CSS, as required, to achieve the ends stipulated in the directive.

b. Navy and Marine Corps representation on the Intelligence Career Development Steering Group (the chief advisory body of the Assistant Secretary of Defense (Intelligence)) will include senior officers and civilians appropriate to the meeting and/or to the material to be discussed.

c. A single status report will be submitted annually, evaluating the effectiveness and adequacy of the Department of the Navy's Intelligence Career Development Program for all intelligence personnel.

7. Action

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) will:

(1) Receive Intelligence Career Development status reports from the Chief of Naval Operations and the Commandant of the Marine Corps for consolidation as the Department of the Navy's annual Intelligence Career Development Program report.

(2) Prepare the annual report for submission to the Secretary of Defense, with copies to the Director, DIA and Director, NSA/Chief, CSS for review and comment.

b. The Chief of Naval Operations will:

(1) Continue to provide policy and guidance for and monitor the development and operation of the career development program for all general intelligence military personnel in the Navy.

(2) Work closely with the Director, NSA/Chief, CSS in developing and improving a career development program for Navy military cryptologic personnel.

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(3) In coordination with the Director, Civilian Manpower Management (CMM), and working closely with the Director, DIA, establish an overall career development program for civilian general intelligence personnel in the Navy and support the establishment of a central referral system.

(4) In coordination with the Director, CMM and working closely with the Director, NSA/Chief, CSS, develop and refine a comprehensive career development program for civilian cryptologic personnel.

(5) In coordination with the Commandant of the Marine Corps and the Director, CMM, prepare and submit the annual career development status report for Navy general intelligence and cryptologic military and civilian personnel to the Secretary of the Navy.

c. The Commandant of the Marine Corps will:

(1) Maintain and refine the Marine Corps Intelligence Career Development Program, as required, to ensure that future operational needs will be adequately supported.

(2) Work closely with the Director, NSA/Chief, CSS in developing and improving a career development program for Marine Corps military cryptologic personnel.

(3) In coordination with the Chief of Naval Operations, prepare and submit the annual career development status report for Marine Corps general intelligence and cryptologic personnel to the Secretary of the Navy.

d. The Director, Civilian Manpower Management, will:

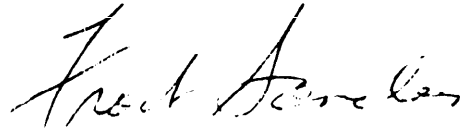
(1) Coordinate with and provide staff assistance and advice to the Chief of Naval Operations in establishing an overall career development program for civilian general intelligence personnel in the Navy and support the establishment of a central referral system.

(2) Coordinate with and provide staff assistance and advice to the Chief of Naval Operations in developing and refining a comprehensive career development program for civilian cryptologic personnel.

(3) Assist the Chief of Naval Operations in preparing the annual career development status report for Navy general intelligence and cryptologic civilian personnel.

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8. Reports. Report Symbol DD-I(A)1200(3800) is assigned the reporting requirement in paragraph 7.



Frank Sanders
Under Secretary of the Navy

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DEFINITIONS

- A. Career development is the orderly growth and improvement of each individual's potential to meet organizational needs as well as personal career objectives. This is accomplished by integrating each individual's capabilities, needs, interests and aptitudes into a planned, systematic program of education, training, and utilization that is geared to meet present and future organizational requirements.
- B. Career Development Program is a formal integration of the processes of recruitment, selection, placement, job rotation, education, training, incentives and awards, and promotion to achieve the systematic development and effective utilization of skills for mission accomplishment and the orderly and equitable career progression of affected personnel.
- C. Intelligence personnel are those DoD General Intelligence (including scientific and technical) personnel and Cryptologic personnel engaged in the collection, processing, analysis, production and dissemination of Intelligence information, or involved in the planning, programming and management of Intelligence resources.
- D. Career Intelligence Personnel is a term which embraces the following:
 - 1. Military career Intelligence personnel are those officers, warrant officers and enlisted personnel whose careers are being developed primarily in General Intelligence or Cryptology augmented, wherever possible, by varied command and/or staff assignments in other functional areas.
 - 2. Civilian career Intelligence personnel are those civilians in the grades of GS-5 through GS-18 whose careers are being developed in one or more areas in the field of Intelligence and who are part of one of the following major divisions:
 - a. Civilian Cryptologic personnel are those civilian personnel who work for NSA, and those civilian Cryptologic personnel of the Central Security Service, and the Service Cryptologic Agencies.

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- b. Civilian General Intelligence personnel are those civilian Intelligence personnel within the Department of Defense, excluding civilian Cryptologic personnel as defined above.
- 3. Intelligence Subspecialist is a term used to identify those officers of the Military Departments whose primary specialties are other than General Intelligence or Cryptology but who are qualified through planned training or experience to serve in, and are periodically assigned to General Intelligence or Cryptology positions.

- C. Insure that career Intelligence personnel are carefully selected, provided opportunities and incentives to increase their skills and broaden their experience, and are motivated toward primary careers in one or more areas of Intelligence.
- D. Direct attention and emphasis toward improving the career development and advancement opportunities of civilian Intelligence personnel by:
 - 1. projecting and effecting planned work assignments that follow clear lines of progression to higher skill and grade levels and to successively more responsible positions, and
 - 2. affording the opportunity of cross-movement and promotion to positions in and among DoD components requiring Intelligence professionals.
- E. Augment the skills of selected career Intelligence personnel through varied command/managerial and/or staff assignments outside the Intelligence field which involve the application of Intelligence products and the management of resources.
- F. Improve the career development programs for military General Intelligence and Cryptologic personnel and Intelligence subspecialists through the interchange of information, ideas, and successful innovations.

VII. RESPONSIBILITIES AND FUNCTIONS

- A. The Assistant Secretary of Defense (Intelligence) is responsible to the Secretary of Defense for overseeing, guiding and coordinating all DoD component Intelligence career development programs for military and civilian personnel; for assuring through his personal involvement that high level interest and responsiveness are maintained by DoD components; for keeping the Secretary of Defense apprised of achievements, problems and plans; and for making recommendations with respect to Intelligence career development activities throughout

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the Department of Defense. In exercising this responsibility he will:

1. Issue DoD instructions and memoranda as necessary to further implement this Directive.
2. Assure that obstacles to fully viable Intelligence career development plans and programs are identified, analyzed, and resolved in a timely manner.
3. Establish as his chief advisory body a joint "Intelligence Career Development Steering Group," chaired by a Deputy Assistant Secretary of Defense (Intelligence), and composed of senior military and civilian representatives (Intelligence and Personnel) from each of the Military Departments, OJCS, DIA, NSA, and OASD(M&RA). This advisory group will: identify problem areas and establish priorities, recommend plans of attack with objectives for resolving these problem areas, establish schedules for and monitor the accomplishment of these objectives, interchange information and suggestions on a timely and frank basis, and advise the Assistant Secretary of Defense (Intelligence) when his actions and coordination are required.
4. Review all Intelligence education and training programs, and insure that the Defense Intelligence School and the National Cryptologic School serve as the cornerstones for providing the education and training programs required in accordance with DoD Directives 5105.25 and 5100.47 (references (c) and (d)) to enhance the preparation of military and civilian Intelligence personnel for positions in the national and international security structure and to assist in their career development.
5. Review annual status reports from the Secretaries of the Military Departments and the comments thereon by the functional directors: Director, DIA for General Intelligence and Director, NSA/Chief, CSS for Cryptology; and report significant accomplishments, problems, plans and recommendations to the Secretary of Defense.
6. Review the Intelligence organizations of DoD components to evaluate the adequacy of civilian grade structures and position opportunities to support the effective career development and advancement of civilian career Intelligence personnel.

7. Recommend such legislation as may be necessary to overcome impediments that may exist to the effective development and administration of Intelligence career development programs.
 8. Coordinate with the Assistant Secretary of Defense (M&RA) in matters of Intelligence career development policy.
- B. The Director, Defense Intelligence Agency will be the functional director, under the guidance and direction of the Assistant Secretary of Defense (Intelligence), for establishing a DoD career development program designed to provide civilian General Intelligence career personnel for duty with the Defense Intelligence Agency, Service Intelligence Staffs, and Unified and Specified Commands; and for reviewing and coordinating career development programs for military General Intelligence career personnel. In exercising this responsibility he will:
1. Act as executive agent for the development of an overall career development program for all civilian General Intelligence personnel in the Department of Defense in accordance with DoD Directive 1430.2 (reference (b)).
 2. Delineate the civilian General Intelligence field within the Department of Defense and establish and maintain a referral system for all identified billets and personnel.
 3. Establish in consonance with the referral system an overall assignment and promotion opportunity for civilian General Intelligence personnel and appropriate cross assignments for professional broadening among DoD components with General Intelligence elements.
 4. Submit proposals, including possible required legislation to upgrade career opportunities by providing more rewarding careers for the civilian General Intelligence community, including the opportunity to reach higher salary levels while remaining analysts.

5. Evaluate the adequacy of career programs for military and civilian General Intelligence personnel by commenting on the annual status reports of the Military Departments to the Secretary of Defense and by providing appropriate comments and recommendations on the achievements, problems, and plans for solving the problems within the General Intelligence community.
- C. The Director, National Security Agency/Chief, Central Security Service will act as the functional director, in accordance with the guidance of the Assistant Secretary of Defense (Intelligence), for developing DoD career development programs designed to provide military and civilian Cryptologic career personnel for duty with the National Security Agency, the Central Security Service, the Service Cryptologic Agencies, and Intelligence and command support units. In exercising this responsibility he will:
1. Provide guidance and direction for the development of a comprehensive career development program for all civilian Cryptologic personnel.
 2. Provide guidance to the Military Departments for the development of a comprehensive career development program for all military Cryptologic personnel.
 3. Evaluate the adequacy of career programs for military and civilian Cryptologic personnel by commenting on the annual status reports of the Military Departments to the Secretary of Defense and by providing appropriate comments and recommendations on the achievements, problems, and plans for solving the problems within the Cryptologic community.
- D. The Secretaries of the Military Departments will establish and administer effective and dynamic career development programs for all military and civilian Intelligence personnel included in their respective departments. In fulfilling this responsibility,

they will:

1. Maintain and improve programs for career development of Intelligence officers, warrant officers, and enlisted personnel.
2. Work closely with the Director of the Defense Intelligence Agency in establishing a program for the career development of civilian General Intelligence personnel and support the establishment of a central referral system.
3. Work closely with the Director of the National Security Agency in developing and improving programs for career development of Cryptologic personnel.
4. Insure that military and civilian Intelligence career development programs complement each other and are effectively coordinated.
5. Insure that effective representatives are assigned to the Intelligence Career Development Steering Group and that these representatives in turn have access to the highest levels within their respective military departments for action and decision as required.
6. Evaluate the effectiveness and adequacy of career programs for military and civilian Intelligence personnel (including subspecialists where applicable) and commencing 1 January 1973: make comprehensive but brief annual status reports to the Secretary of Defense on achievements, problems and plans for solving the problems.

VIII. REPORTING REQUIREMENTS


The reporting requirements prescribed herein are assigned Report Control Symbol DD-I(A) 1200.

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IX. EFFECTIVE DATE AND IMPLEMENTATION

The provisions of this Directive are effective immediately. DoD components will revise their regulations and instructions as necessary to implement this Directive and forward two copies of the implementing instructions to the Assistant Secretary of Defense (Intelligence) and to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 90 days.



Secretary of Defense

Enclosure - 1
Definitions

Enclosure (1)

August 9, 1972
NUMBER 5010.10



ASD(I)

Department of Defense Directive

SUBJECT Intelligence Career Development Program

- Refs.: (a) DoD Directive 5010.10, subject as above, June 16, 1966 (hereby cancelled)
- (b) DoD Directive 1430.2, "Assignment of Responsibility for Civilian Career Programs," May 9, 1966
- (c) DoD Directive 5105.25, "Defense Intelligence School," November 2, 1962
- (d) DoD Directive 5100.47, "National Cryptologic School," April 30, 1965
- (e) Presidential Memorandum, "Organization and Management of the U. S. Foreign Intelligence Community," November 5, 1971

I. PURPOSE

This Directive implements the applicable provisions of Presidential memorandum of November 5, 1971 (reference (e)) within the Department of Defense. It establishes policy and assigns responsibilities for the development of military and civilian Intelligence Career Programs designed to assure the attainment of an improved DoD Intelligence product.

II. CANCELLATION

Reference (a) is hereby superseded and cancelled.

III. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, the Defense Intelligence Agency, the

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National Security Agency and the Central Security Service
(hereinafter referred to collectively as "DoD Components").

IV. DEFINITIONS

The terms used in this Directive are defined in enclosure 1.

V. POLICY

- A. The Department of Defense has a significant and recognized need for professionally competent and highly motivated Intelligence personnel. It is essential that all practicable measures be taken to develop and maintain viable and effective career development programs for our military and civilian Intelligence personnel.
- B. In order to address these needs and assure the emphasis and coordination required, the Assistant Secretary of Defense (Intelligence), on behalf of the Secretary of Defense, and in consonance with the provisions of DoD Directive 1430.2 (reference (b)) and this Directive, will assume overall leadership and coordinating responsibility over all DoD military and civilian career development programs in the field of Intelligence.

VI. OBJECTIVES

The Department of Defense is fully committed to the goal of improving the career development of all military and civilian Intelligence personnel, thereby improving the Intelligence product. The specific objectives are to:

- A. Improve the DoD Intelligence capability, in consonance with other high priority operational and personnel requirements, through the planned development, effective motivation, and efficient use of the required numbers and types of qualified military and civilian Intelligence personnel.
- B. Provide to all career Intelligence personnel opportunities for education, training, rotation, and promotion equal to their contemporaries in other career fields.